



DATE: November 1, 2016

AGENDA ITEM #4

TO: Library Commission
FROM: Jaime Chew, Staff Liaison
SUBJECT: City Council Meeting Schedule

BACKGROUND

When an item of interest to the Commission is on the City Council agenda a representative from the Commission should attend the meeting.

Excerpt from the Commission Handbook:

Representing the Commission at Council Meetings

A member should be assigned to represent each of the City Council appointed Commissions at every regular City Council meeting. The representative should attend the meeting when the Commission has an item of interest on the Council agenda. The purpose of this is to respond to questions from City Council members as necessary.

When addressing the City Council as the representative of the Commission, it is important to speak as a member of the Commission as a whole, rather than as an individual member. Should you be communicating your individual viewpoint on an issue, it is imperative that you first state that for the record (i.e. "I am a member of the Commission, however, I am speaking as a resident"). At all times Commissioners in the minority on an issue shall respect the decision and authority of the majority.

From time to time, there may be instances when the staff's recommendation on an issue may differ from that of the Commission. If this occurs, both recommendations are presented to the Council for their consideration. If this occurs, staff will inform the Commission in advance of the meeting.

DISCUSSION

The City Council generally meets on the 2nd and 4th Tuesday of the month at 7pm at the Council Chambers located at 1 North San Antonio Road. Listed below are the City Council meetings from November 8, 2016 – March 28, 2017. The Commission will need to determine a schedule of which Commissioners will attend the scheduled City Council meetings. If you have a known conflict with a City Council meeting please arrange a swap with another Commissioner and notify your Staff Liaison of the change. Please note that you do not need to attend the meeting unless there is an item of interest to the Commission.



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There may be additional special meetings or study sessions which address items of interest. The coverage for those meetings will be scheduled separately as the Commission agendas are developed.

Council Meeting Date	Assigned Commissioner
November 8, 2016	
November 22, 2016	
December 13, 2016	
December 27, 2016	
January 10, 2017	
January 24, 2017	
February 14, 2017	
February 28, 2017	
March 14, 2017	
March 28, 2017	